

Department of Transportation
Federal Aviation Administration
Office of Aviation Safety

Quick Reference Guide



POC
Account Initiation
for External User



AVS Provisioning Service

Process Overview:

The AVS-PS system automates the external user provisioning process. Using this system, FAA AVS Point of Contact (POC) personnel authorize new external user accounts and access to applications. AVS Service Desk personnel must create POC accounts.

After account initiation by the POC via the internal AVS portal (<http://provisioning.avs.faa.gov>) the system generates secure email notification to external users with account information.

Additional Assistance:

A detailed audio tutorial of this process is available on the AVS-PS internal site, <http://provisioning.avs.faa.gov> under the **Resources** column. Click on **Tutorials**.

OR

Technical assistance is available from the AVS Support Central Help Desk:

Email - 9-NATL-AVS-IT-ServiceDesk@faa.gov

OR

Telephone – 1-877-AVS-NSD1 (1-877-287-6731)

Account Initiation (POC)

- I. **ACCESS** the internal AVS-PS site: <http://provisioning.avs.faa.gov>
Click on <**ACCOUNT INITIATION (SharePoint/WebOPSS)**> in the center of the page under Point of Contact Links.

The screenshot shows the main menu of the AVS Provisioning Service (AVS-PS) website. It is divided into three main sections: RESOURCES, AVS PROVISIONING SERVICE (AVS-PS), and ASSISTANCE. Under the AVS PROVISIONING SERVICE (AVS-PS) section, there are two sub-sections: Point of Contact Links and Helpdesk Links. The 'Account Initiation (SharePoint/WebOPSS)' link is highlighted with a red box. The ASSISTANCE section provides contact information for the AVS National IT Service Desk and a link to report errors.

RESOURCES	AVS PROVISIONING SERVICE (AVS-PS)	ASSISTANCE
System Requirements Tutorials Frequently Asked Questions About AVS-PS	Point of Contact Links Account Initiation (SharePoint/WebOPSS) Account Initiation (357) Modify User Accounts Helpdesk Links Manually Enable User Manually Disable User Manually Reset User's Password View User Account Status	For technical assistance with AVS-PS, please contact: AVS National IT Service Desk 9-NATL-AVS-IT-ServiceDesk@faa.gov 1-877-AVS-NSD1 (1-877-287-6731) To report an error with this web portal or to have a program link added or removed from this page, please contact Infrastructure Services at: 9-AMC-AVS-IS@faa.gov (405) 954-1907

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- II. The <**ACCOUNT CREATION (POC Only)**> page displays. **Enter your AVS User ID and password**, then **click <NEXT>**.

The screenshot shows the 'Account Creation (POC Only)' page. It features a login form with two input fields: 'AVS User ID' and 'Password'. Both fields are highlighted with a red box. Below the fields is a 'Next' button. The page also includes a footer with navigation links and a warning message: '***Please do not use the back button on your browser.***'.

Account Creation (POC Only)

Log in with your AVS User ID (ex: AQ5250XX) and Password.

AVS User ID

Password

[Next](#)

Please do not use the back button on your browser.

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Note: *Do not use your browser's "back" button. If you need to exit the system, click the "X" in the upper right corner of the browser window. The browser window closes and your entries are **not** saved.*

When the words <Return to AVS-PS> display in the top right corner of the screen, you may click on the words to return to the Main Menu.

III. The **New Account Details** window displays.

New Account Details

New Account Details

First Name

Middle Name

Last Name

Email

Telephone Number (123-456-7890)

POC Name

POC Email

[Next](#)

Please do not use the back button on your browser.

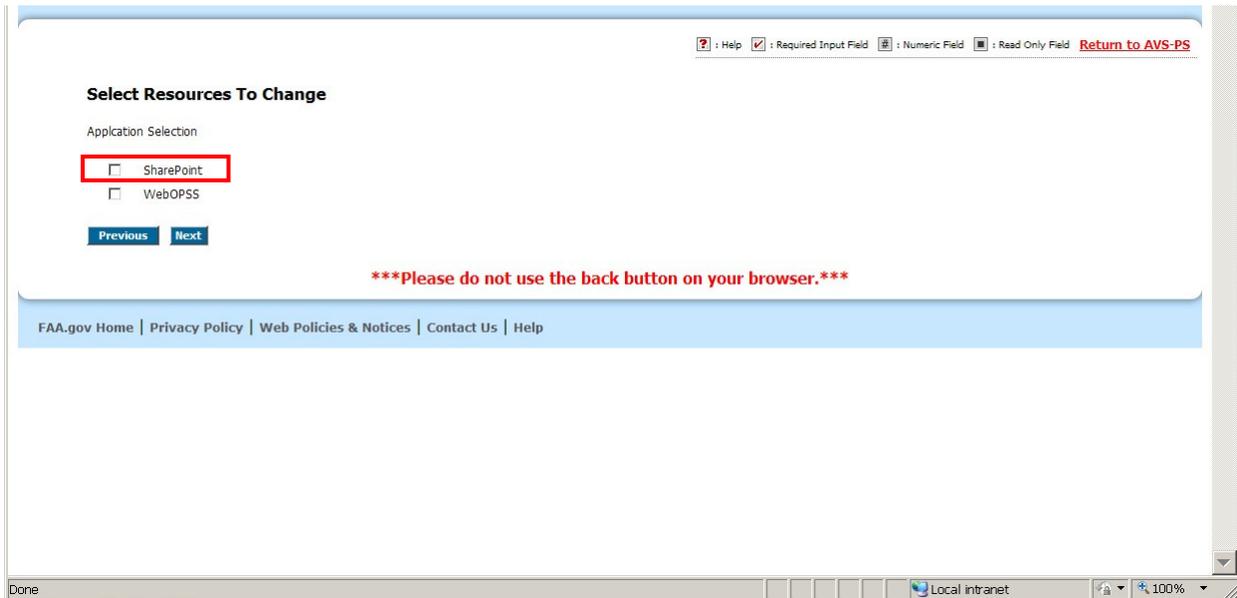
A. Enter new user's information in these fields:

- First name
- Middle Name (optional)
- Last Name, Email
- Telephone Number

B. Click **<Next>**.

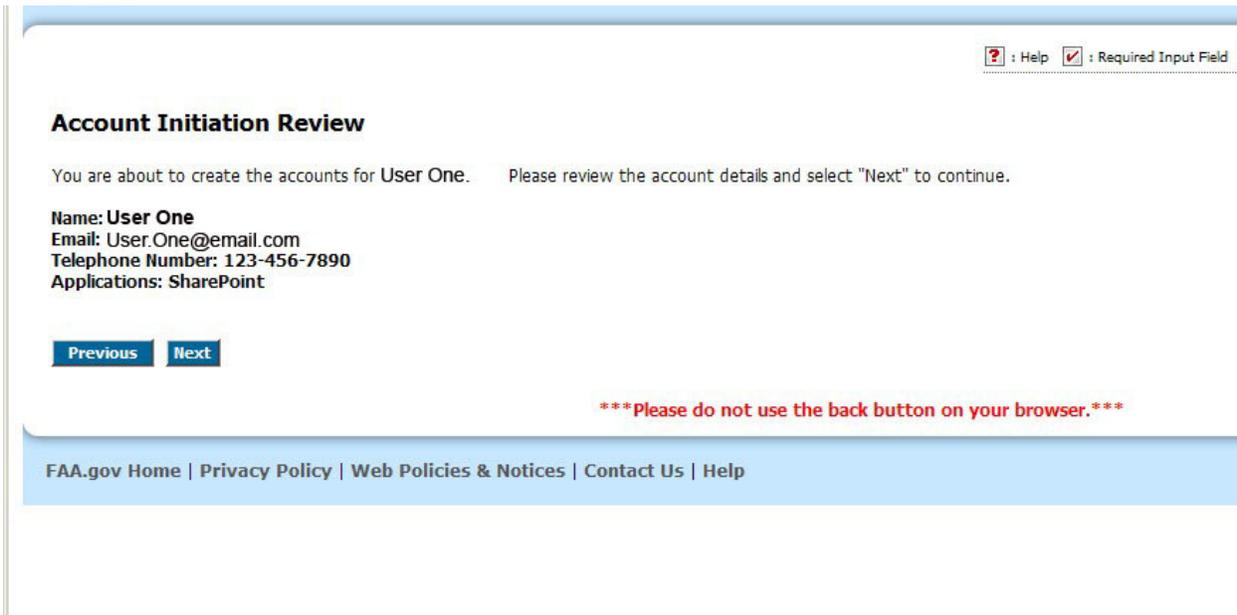
Note: Your Name and Email address display in grayed text in the *POC Name* and *POC Email* fields.

- IV. The **Select Resources To Change** window displays listing available resources. SharePoint is selected for this demonstration.



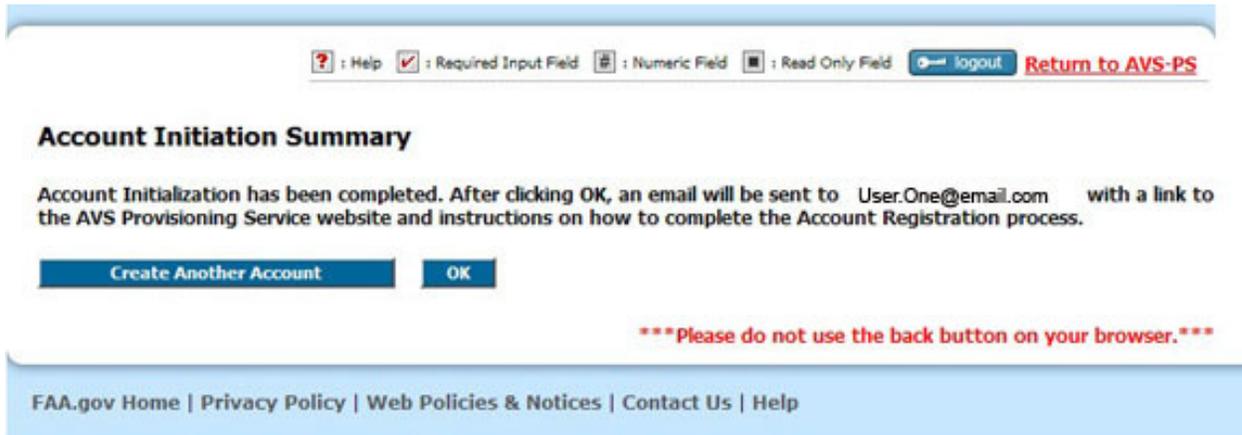
- A. If information is correct, **click <Next>**.
B. Click **<Previous>** to return to the **New Account Details** screen if you need to correct user information before continuing.

- V. The **Account Initiation Review** window displays with new account information listed.



- A. If information is correct, **click <Next>**.
B. If information is incorrect, **click <Previous>**. You return to the **Select Resources To Change** screen to enter appropriate information.

- VI. The **Account Initiation Summary** window displays with the information, “Account Initialization has been completed.”



- A. Click <OK> if you do not want to initiate another account.
- B. The system automatically sends an email to the New User with the steps necessary for the New User to complete the Account Registration process.

OR

- C. You may click <Create Another Account> to initiate another account. You return to the **New Account Details** screen to repeat this process for another account (steps III, IV, V, and VI).

- VII. The system processes the information you have entered and you return to the Main Menu. The Account Initiation process is complete.

Note: *Please notice the Icon Legend in the top right corner of the window. When one of these icons appears by a field on the page, the icons in this legend offer more information about the field.*